

Cleaning Quality Control Inspection Checklist

Use for recurring janitorial, residential, and post-construction services. Complete one inspection per site or job.

Inspection Details

- Client / property: _____ Date / time: _____
- Service type: _____ Inspector: _____
- Crew / subcontractor: _____ Work order / location: _____

Arrival and Scope Verification

- Review the approved scope of work, service frequency, site-specific instructions, and exclusions.
- Confirm all contracted rooms, floors, and service areas were accessed and completed.
- Note locked areas, missing access, client requests, or work outside the agreed scope.

Cleaning Quality - Common Areas

- Entrances, lobbies, corridors, and touchpoints are visibly clean and free of debris.
- Floors are vacuumed, mopped, or otherwise cleaned to the agreed standard; edges and corners checked.
- Glass, mirrors, partitions, and visible surfaces are free of fingerprints and streaks.
- Trash is emptied; liners replaced where required; waste moved to designated collection area.
- High-touch surfaces and fixtures are cleaned using the appropriate approved method.

Restrooms and Break Areas

- Toilets, sinks, counters, faucets, partitions, and dispensers meet the agreed standard.
- Restroom floors, corners, and baseboards are free of visible residue and debris.
- Consumables are replenished if included in the contract and provided for that purpose.
- Breakroom counters, tables, appliance exteriors, and sinks are cleaned as specified.

Site-Specific and Safety Checks

- Verify any special tasks on the work order, including post-construction dust removal or detail cleaning.
- Confirm chemicals were used according to label instructions and client/site requirements.
- Check that equipment, materials, and debris were removed and no trip hazards remain.
- Confirm lights, doors, alarms, and keys/access procedures are handled per client instructions.

Inspection Results and Corrections

- Areas passed: _____ Areas needing correction: _____ Overall result: Pass / Rework / Follow-up
- Deficiency 1 / location / photo reference: _____
- Required correction / assigned subcontractor / deadline: _____

■ Deficiency 2 / location / photo reference: _____

■ Required correction / assigned subcontractor / deadline: _____

■ Reinspection completed on: _____ Final status: _____

Sign-Off

■ Inspector name / signature: _____ Date: _____

■ Subcontractor acknowledgment, if applicable: _____

■ Client notified of material issues or corrective actions, if required by agreement.

Guidance: Tailor inspection standards to the signed scope and applicable safety requirements. A pass/fail checklist is not a substitute for the client contract.